

NC STATE BUREAU OF INVESTIGATION, (919) 662-4500 **DECEMBER 2006**



Criminal Information and Identification Section Fingerprint Rejection Policy

Here is the information we sent out to all law enforcement and non-criminal justice agencies regarding our Fingerprint Rejection Policy.

The quality of ten print image submissions to the State Bureau of Investigation (SBI) has declined in the last few years. This is frequently the result of poor rolling practices as opposed to poor image scanning. Poor quality fingerprint images result in decreased identifications for both ten print and latent searches.

For these records to be searched by both State and Federal agencies, fingerprints must be rolled from the tip of the finger to below the first joint and from nail end to nail end. Ridge characteristics must be distinct and fingerprint impressions must be in sequential order.

DEFINITION OF A GOOD QUALITY FINGERPRINT:

A good quality fingerprint is an image that provides sufficient ridge detail to accurately identify and locate principal fingerprint characteristics. These characteristics include minutiae, cores, deltas and ridges.

- 1. All law enforcement agencies and non-criminal justice agencies should strive to submit fingerprints that are of good quality.
- 2. Every criminal and applicant fingerprint card must have all ten fingerprint images of good quality. The ten print images of the plain impressions/slaps must be completely discernable, thereby allowing comparison between the plain and rolled impressions.

IN THIS EDITION

CIIS Fingerprint Rejection Policy1	-2
Reasons for Returned Prints	. 3
About Us	. 4

Ne connections

NC STATE BUREAU OF INVESTIGATION, (919) 662-4500 **DECEMBER 2006**



(Continued from page 1)

NOTE: If a fingerprint in the plain impressions has been cut off (either too low or too high), the Federal Bureau of Investigation (FBI) and the SBI cannot compare the rolled images to plain images and will reject the card.

- 3. Fingerprint cards submitted with the following will be rejected:
 - Hands out of sequence
 - Fingerprints out of sequence
 - Same hand printed twice
 - Same finger printed twice
 - Fingerprint images missing with no reason given

NOTE: The exception to this is amputated, bandaged or deformed fingers. <u>If one of these three notations is in a rolled impression block, there should be no fingerprint in the plain impression or slaps at the bottom of the card.</u> If a fingerprint image is in the plain impressions with one of the three notations, the fingerprint card will be rejected from the SBI and FBI.

The caliber of a fingerprint search and/or background check depends on the quality of the fingerprint images submitted and/or retained by the SBI. Law enforcement and non-criminal justice agencies rely on this information to protect North Carolina citizens as do other state, national and federal agencies in their efforts. Fingerprint images submitted for employment or licensing purposes are not retained in the fingerprint database.

Reminder!!!!

If your contact persons have changed since you have signed your access agreement, please fax the updated names to us on your letterhead.

Fax # - (919) 661-5977

Ne connections

NC STATE BUREAU OF INVESTIGATION, (919) 662-4500 **DECEMBER 2006**

Reasons for Returned Prints

Here are the reasons that a fingerprint card will be returned to you unprocessed:

A. Fingerprint Quality

- 1. The fingerprints are unclassifiable due to fingers not being rolled from one side of the nail to the other. The entire top joint should be rolled.
- 2. The left and right hand were reversed on the fingerprint card. The same hand or finger was printed twice on the card.
- 3. The fingerprints are not clear and distinct. The characteristics are smudged.
- 4. Fingers on the card are missing or partially missing. There must be a notation made on the card indicating the problem, i.e., amputation.

B. Data on the Card

- 1. There is missing data on the card.
- 2. Date of birth is missing or incomplete.
- 3. The appropriate agency is not listed.
- 4. The reason fingerprinted block does not have the correct information or is incomplete.
- 5. ORI Block does not have the correct ORI listed. There are three ways it can be filled out NCBCI0000, NCNFHHC9Z, and blank.
- 6. Names do not match when comparing the different forms submitted.

C. Forms

- 1. For a name check you need a transmittal letter and the Authority for Release of Information form.
- 2. For a fingerprint card check you need the fingerprint card and the transmittal letter.
- 3. Incorrect forms submitted for the general statute being utilized.



Ne connections

NC STATE BUREAU OF INVESTIGATION, (919) 662-4500 **DECEMBER 2006**

Criminal Information and Identification Section 3320 Garner Road PO Box 29500 Raleigh, NC 27626-0500

Phone

(919) 662 - 4509

Extensions 6332, 6366, 6261 or 6300

Fax

(919) 661 - 4380



About Us.....

The SBI's Criminal Information and Identification Section maintain Criminal History Record Information (CHRI) based on positive fingerprint identification. The Section receives, processes then stores information from different law enforcement agencies and prison systems. Courts provide final disposition information which is linked to each entry and indexed with the FBI's criminal history files (NCIC/III).

Fingerprint Technicians analyze and compare fingerprint images to determine identity or non-identity. Training Specialists provide instruction to criminal justice agencies in the use of the DCI Network (DCIN). Auditors conduct criminal justice agency audits to ensure compliance with State and Federal guidelines. We also maintain the State's Sex Offender Registry File and process orders for expungement.

The Section processes civilian name checks and fingerprint background checks for over 3,000 non-criminal justice agencies, fingerprint background checks for North Carolina citizens applying for a Concealed Handgun Permit (CHP) and criminal justice applicant fingerprint cards for law enforcement agencies in North Carolina.

The North Carolina State Bureau of Investigation (SBI)/Criminal Information and Identification Section (CIIS) has made every effort in ensuring that, in preparing this material to assist you, the contents of this document are complete and accurate. Please do not rely solely on this document as an all inclusive resource. If you are uncertain about any issue, please seek out guidance from your agency's legal counselor or contact the Criminal Information and Identification Section. If a correction is needed, please contact us.